

TAB D-4: ADMINISTRATION		
	ITEM	REFERENCE
1.	<p>Is there an official set of CAP publications for the unit?</p> <p>a. Are publications posted correctly?</p> <p>b. Are publications and forms spot-checked every 6 months and are the spot-checks documented?</p> <p>c. Are forms inventories checked semi-annually and an order for a ½ year supply of forms made on a CAPF 8?</p> <p>d. Are OIs kept to an absolute minimum?</p>	<p>CAPR 5-4 Para 2b(1)</p> <p>CAPR 5-4 Para 1g CAPR 5-4 Para 2a</p> <p>CAPR 5-4 Para 6b</p> <p>CAPR 5-4 Para 3</p>
2.	<p>Are procedures in place to ensure the most cost effective means available are being used to communicate with unit members, wing, region and the National Headquarters?</p> <p>a. Are administrative communications clear and concise?</p> <p>b. Are letters prepared in a proper style?</p> <p>c. Does unit letterhead contain required information/format?</p> <p>d. What procedures are there to ensure prompt action on all communications?</p> <p>e. Are records filed properly?</p> <p>f. Are cut-off instructions followed?</p> <p>g. Are records screened for historical significance?</p> <p>h. Are administrative authorizations prepared in proper format?</p>	<p>CAPR 10-1 Para 2d</p> <p>CAPR 10-1 Para 3a</p> <p>CAPR 10-1 Para 4 CAPR 10-1 Para 5</p> <p>CAPR 10-1 Para 6</p> <p>CAPR 10-2 Para 3 CAPR 10-2 Para 9 CAPR 10-2 Para 10</p> <p>CAPR 10-3</p>
3.	<p>Are electronic methods used to process your administration program? If so, show:</p> <p>a. folders and files on the computer</p> <p>b. e-mails (in and out)</p> <p>NOTE: Conduct frequent back-up of files and store back-ups in another building.</p>	
4.	<p>How do you determine the effectiveness of your administration program? Do you:</p> <p>a. Have required current year and past year(s) files (hard copy or electronic)?</p> <p>b. Notify members reports or forms are due?</p> <p>c. Have any outstanding suspense actions? If so, are there follow-up actions?</p>	